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SECRETARY OF THE AIR FORCE**



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Civil Engineering

FAMILY HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 32-60, *Housing*, and provides guidance for establishing an installation Family Housing (FH) Management Program. It sets up procedures for operating housing referral services to assist Department of Defense (DoD) personnel in locating adequate, nondiscriminatory off-base housing. This instruction applies to all major commands (MAJCOM) and installations.

(AFSPC) The OPR for this supplement is HQ AFSPC/CECH (Mr. Richard L. Ringdahl). This supplement implements and extends the guidance of Air Force Instruction (AFI) 32-6001, *Family Housing Management*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. The purpose of this supplement is to prescribe the minimum level of Housing Referral Office services that will be provided to customers. Service above the minimum is encouraged as conditions and manning permits. This supplement does not apply to the Air National Guard nor Air Force Reserve Command units.

SUMMARY OF REVISIONS

This is the first publication of AFI 32-6001; it aligns the instruction with AFR 32-60.

Chapter 1

RESPONSIBILITIES

1.1. HQ USAF/CEH. HQ USAF/CEH formulates housing policy and procedures and provides guidance to implement policies to accomplish the following:

- Determine who may live in government-controlled housing.
- Establish procedures to assign and terminate housing.
- Develop standards for maintaining houses.
- Determine construction and improvement requirements.

1.2. Major Commands (MAJCOM). MAJCOMs guide and assist installations to help them carry out the directions and procedures in this instruction.

1.3. Installation Commander. (Referred to as the commander in this document.) The commander is responsible for the health and morale of all people working or living on the installation. The commander uses this instruction to manage and administer all housing facilities and mobile home spaces under his or her control or jurisdiction.

1.3.1. The commander is responsible for full occupancy (98 percent) of family housing. When the occupancy rate falls below 98 percent and management actions to improve the rate are unsuccessful, the commander must assign available on-base housing to incoming personnel.

1.3.2. The commander determines if a base supplement to this instruction is required.

1.4. Base Housing Managers. Administer the Housing Program at Air Force installations. They help eligible DoD personnel find places to live which meet Air Force standards and manage government-controlled housing assets. They:

- Provide housing referral services and support to members requiring assistance under the housing portion of the relocation assistance program.
- Assign and terminate government-controlled housing and mobile home park spaces.
- Advise occupants of their responsibilities.
- Perform incoming and outgoing inspections with the occupant.
- Ensure residents are aware of Air Force standards.
- Notify the financial services officer (FSO) when an individual changes housing status (as defined in AFM 177-373, volume 2, *Joint Uniform Military Pay System (JUMPS) Unit Procedures Excluding AFO*, table 5-1.
- Verify BAQ of members in government-controlled housing with FSO semiannually.
- Work with government agencies, public utilities, civic organizations and community leaders and mediate housing-related issues on-base or complaints off-base.
- Work with individuals from personnel, transportation, comptroller, social actions, legal, family support center, and public affairs to meet housing objectives.

1.4.1. (Added-AFSPC) Maintain and provide listings of housing for rent or sale in the local area. Have an office area with a rack or tables containing a sheet of paper with names of landlords and realtors in the area who have apartments for rent or houses for sale. Have a person in the office that maintains good relations with community organizations; landlords, owners, and property management personnel connected with the housing industry to ensure continued availability of acceptable and affordable listings.

1.4.2. (Added-AFSPC) Provide Relocation Assistance. Have a self-help table set up for members to apply for housing at their gaining base. The self-help area has copies of DD Form 1746, Application for Assignment to Housing, with instructions on reverse of how to fill it out. Mail or fax the original to the gaining base, provide the member a copy and maintain a copy on file as proof that the application was submitted. Provide phone number for JPPSO and advise member to contact them to set up move. Provide information sheet on what to do to clear their off-base rental unit. Furnish member with tips on how to sell their home on their own if realtor is not used. Refer member to Community Services for information about their gaining base.

1.4.3. (Added-AFSPC) Provide Counseling. Provide customers with a booklet that lists common information about rental/sales practices in the local area. The booklet should contain information about Equal Opportunity in Housing Laws, rental laws, leases, and advises members to obtain a "military clause" in a lease. Review lease and if it contains ambiguous clauses refer the member to the legal office. Counsel military members on the Equal Opportunity in Off-Base Housing Program and the prohibitions against discrimination in housing. Advise members that if they suspect discrimination they may file a complaint with the housing office.

1.4.4. (Added-AFSPC) Provide Equal Opportunity Service. Provide complete Equal Opportunity in Housing as outlined in DOD 4165.63M, *DOD Housing Management*, AFH 32-6009, *Housing Handbook* and DODI 1100.16, *Equal Opportunity in Housing* to prevent discrimination in housing based on race, color, religion, gender, age, national origin, or familial status. The HRO is required to promote equal housing, ensure landlords/owners/realtors agree with the policy before listing or referring a property to military members. The service also requires that complaints of suspected/alleged discrimination be aggressively and thoroughly investigated and restrictive sanctions imposed should the commander determine the complaint is valid. Complaints are forwarded to HUD and through channels to Air Staff.

1.4.5. (Added-AFSPC) Manning. Recommended manning for HRO service is at the rate of 1 person for every 1,500 personnel assigned to the installation.

Chapter 2

HOUSING ASSIGNMENT AND MANAGEMENT

2.1. How To Apply for Housing. Applicants for family housing submit the DD Form 1746, **Application for Assignment**, to the supporting housing office after receiving permanent change of station (PCS) or extended active duty orders. The installation housing office assists applicant in this process.

2.1.1. Applicants provide the housing officer with information on family size and type of housing desired. After being placed on a waiting list, the person must tell the housing office of any changes (such as additional child, promotion or demotion, divorce, etc.) which could change the person's entitlements.

2.1.2. Applications for substandard housing and spaces in mobile home parks are treated the same as other government-controlled housing. The housing office staff places an individual who has applied for substandard housing on the normal housing waiting list.

2.1.3. The losing unit commander may submit group applications for people involved in a unit move. The gaining installation commander will make sure that the new people are treated fairly during the assignment process.

2.2. How the Waiting List Is Managed. Housing office staff places applicants' names on waiting lists kept in the housing office. Housing office staff determines where the names are placed on a specific list by using grade, date of application, and type of housing required.

2.2.1. A person who is in the top 10 percent of his or her waiting list will only be "bumped" by a key or mission essential person or by individuals with approved hardships.

2.2.2. The housing officer removes a person from the waiting list after the person has turned down two houses.

2.3. Housing Assignments. The housing office maintains a list of people who are eligible to live in government-controlled quarters. When a house becomes available, the housing managers offer it to the first person on the list who selected that type of house as one of his or her choices. The housing office establishes a date of assignment. The assignment is complete when the housing office and member complete the incoming inspection.

2.4. Housing Termination. Under normal conditions, a person separating or retiring from the military is no longer entitled to live in government-controlled housing. An individual notified of a PCS must move out of government quarters prior to departing the duty station. The individual leaving government housing must give the housing office at least 30 days notice so that the housing office can schedule out processing inspections, schedule maintenance activities, and offer the house to another individual. Housing termination is complete when the housing office and member complete the final outgoing inspection.

2.5. Prestige Senior NCO Housing. Commanders may designate specific units as prestige Senior NCO housing. The housing office maintains a separate waiting list for those units.

Chapter 3 HOUSING REQUIREMENTS FOR DESIGNATED POSITIONS AND KEY OR MISSION ESSENTIAL PERSONNEL

3.1. Designated Housing. Circumstances may require commanders to designate housing for specific positions. These positions normally include special command positions (as defined in AFI 32-6003 , *General Officer Quarters Operations and Management*), MAJCOM CC/CV, installation commanders, and senior enlisted advisors.

3.1.1. MAJCOM Commanders approve other positions as designated.

3.1.2. Installation commanders may hold units vacant for up to 90 days for personnel in designated positions. MAJCOM civil engineer approves waivers beyond 90 days.

3.2. Key or Mission Essential Personnel. Installation commanders identify positions as key and mission essential, and require the incumbents to reside on the installation. The housing office does not hold designated units vacant for this category, but they give incumbents the highest priority in their respective grade and bedroom requirement category.

Chapter 4

HOST-TENANT PROCEDURES

4.1. Host-Tenant Agreements. A host-tenant agreement may be made between Air Force commands, organizations, units, or elements, and between an Air Force organization and another Military department (Interservice Support Agreement) or another Federal Government department (Interdepartmental Support Agreement). As a part of the agreement, the commander may allow people covered in the agreement to live in Air Force controlled housing on the same basis as Air Force personnel. The commander follows procedures described in AFD 11-4, *Support Agreements*, for Air Force units and DoD Instruction 4000.19, *Interservice, Interdepartmental, and Interagency Support*, April 15, 1992, for non-Air Force units. HQ USAF/XOXX must approve housing agreements with any representatives of another country.

Chapter 5

FINANCIAL MANAGEMENT

5.1. Basic Allowance for Quarters (BAQ). The housing manager notifies financial services to terminate the quarters allowance when a member is assigned to government-controlled housing. The manager notifies financial services to start the allowance when the member terminates housing.

5.2. Substandard Housing. The housing manager charges rent not to exceed 75 percent of BAQ at the with dependent rate. *Note: In 1973, HQ USAF identified Air Force housing units which were considered substandard.* The Congress has declared that no more units may be identified as substandard; any housing which fails to meet the standard must either be disposed of or renovated.

5.3. Living Quarters Allowance (LQA). The housing manager sends a written notice to the local civilian personnel office to stop LQA when civilian employees live in military housing.

5.4. Reimbursements to the Housing Account. Non-DoD Federal agencies, including Army and Air Force Exchange Service (AAFES) and the US Coast Guard, must reimburse the family housing account when their members are assigned to government-controlled housing. The amount charged is equal to BAQ (military) or LQA (civilian) for the member's equivalent grade or a local rental rate which is established based on current OMBCircular A-45, *Policy Governing Charges for Rental Quarters and Related Facilities*.

5.5. Temporary Lodging Allowance (TLA). Before an individual receives TLA, the housing manager certifies that housing for the newly arrived military member is not immediately available. The manager certifies the date the individual vacated permanent housing and when the individual used temporary housing prior to the member's departure. The manager submits the voucher signed by the member to the local defense accounting office (DAO).

5.6. Local Drayage and Storage of Household Goods. Housing managers budget and control moving and storage accounts funds, and take the following actions when assigning or terminating government-controlled housing:

- Authorize moves into and out of government-controlled housing at government cost for government directed moves.
- Authorize nontemporary storage for military personnel when household items do not fit into assigned unit. (Civilian employees are not entitled to storage at government expense.)

5.7. Reconnection and Reinstallation Charges. When members are involuntarily moved from government-controlled housing to another house (on or off base), the Air Force may reimburse them for the costs of reconnections for one telephone and one television line. Use appropriated funds to reimburse members for those charges. The Air Force will not reimburse the member when he or she is evicted from government-controlled housing for failure to follow government rules.

5.8. Mobile Home Park Payroll Deductions. Members living in an Air Force controlled mobile home park must pay space rental fees using payroll deductions. The defense accounting officer processes the

payroll deduction. The member must provide a valid License to Occupy A Mobile Home Space that is issued by the commander, through the housing office.

5.8.1. The housing manager works with the DAO to be sure that the mobile home park rental fees to cover the costs: for management, utilities, major maintenance and repair, alterations and additions, and refuse collection.

5.8.2. The housing manager charges civilian employees full rent and charges, based on fair market rentals using guidance in DoD 4165.63-M, *DoD Housing Management*, June 1988, and OMB Circular A-45.

5.8.3. The base civil engineer keeps records of construction and improvements costs until the Air Force no longer uses the mobile home park. The Air Force recovers construction, improvement, maintenance, operations and utilities costs from mobile home park occupants through space rental fees.

Chapter 6

OCCUPANT RESPONSIBILITIES

6.1. Responsibilities. FH occupants will be informed and will acknowledge in writing their responsibilities and liability at the time of assignment and upon setting termination of government-controlled housing occupancy. The condition of the housing unit will be validated at both assignment and pre-termination or final inspection.

6.1.1. Occupants are responsible for such routine maintenance, minor repair, operation, and house-keeping as would be expected of tenants in private housing of similar type and value. Standards for occupant cleaning responsibility shall consider fair wear and tear. Responsibility for occupant cleaning will be minimized when the units are scheduled for change of occupancy maintenance and repair. Installation commanders establish cleaning standards for occupants at termination.

6.1.2. Occupants will account for their conduct in government-controlled units, conserve utilities according to energy conservation programs, report facility and furnishings maintenance needs, and follow fire, health, and safety instructions.

6.2. Liability. Occupants will be held liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned unit upon termination (10 U.S.C. 2775, reference (j)).

6.2.1. The manager requests a report of survey be performed to determine liability when cost is \$500 or greater, unless the individual volunteers to pay. Occupants' financial liability will be determined in accordance with 10 U.S.C. 2775 reference (j) and chapter 7 of DoD 7200.10-M, *Department of Defense Accounting and Reporting for Government Property, List, Damaged, or Destroyed*, March 1991 (reference [xx]).

6.2.2. The authority to make deductions from a military member's pay sufficient to cover the cost of necessary repairs, replacements, or cleaning is contained in 10 U.S.C. 2775 (reference [j]). Salary offset for civilian employees is authorized in section E, enclosure 3, of DoD Instruction 7045.18, *Collection of Indebtedness Due United States*, March 13, 1985, with Changes 1 through 3 (reference [yy]).

6.2.3. The amount collected for loss or damage to a FH unit shall be credited to the O&M account of the Military Department or Defense Agency concerned and shall be available for use for the same purpose and under the same circumstances as other funds in those accounts.

6.3. Replacement Costs. Housing managers determine what it will cost to replace a unit and tell occupants what the liability is when they receive the unit.

6.4. Operating Private Businesses. Housing occupants may operate limited business enterprises while living in base housing. The Air Force limits these businesses to the sale of products, minor repair service on small items, limited manufacturing of items or tutoring.

6.4.1. Sponsors must request permission in writing to conduct the commercial activity. The housing officer must provide written authorization or denial notices.

6.4.2. Occupants must meet local government licensing requirements, agreements, and host country business practices before requesting approval to operate a private business.

6.5. The Self Help Program. Housing managers encourage occupants to perform simple work which benefits them and improves their living conditions and keeps the unit properly maintained.

6.5.1. Occupants may submit an AF Form 332, **BCEWork Request**, to perform construction or work that modifies the housing unit or its appearance.

6.5.2. Occupants also request government-furnished materials from other than the self help supply store on the AF Form 332.

6.5.3. Occupants do not need to submit an AF Form 332 for yard improvements; however, landscaping must conform to base policy. Planting trees requires an AF Form 103, **Digging Permit**.

6.5.4. The Housing Facilities Section will inspect all maintenance repair and improvement work. Management maintains records on self-help alterations, modifications, and new construction done by housing occupants.

6.6. Housing Self-Help Supply Store. The housing manager coordinates the store operations with the Operations Flight, or provides for a contract operated store if housing maintenance is contracted.

6.6.1. People working in the self help store should be able to provide the customer with assistance on how to use tools and how to complete basic tasks.

6.6.2. Self help stores may provide loaner hand tools.

6.6.3. Store managers will have a list of stocked items available to housing occupants.

Chapter 7

HOUSING REQUIREMENTS AND INVENTORY

7.1. Housing Requirements. The Housing Market Analysis (HMA) is a detailed study of the housing market area for an Air Force installation. The HMA determines the ability of the housing market area to meet current and projected housing requirements. Each installation which provides housing must have a current HMA, dated not more than 3 years prior.

7.2. Purpose of the Housing Market Analysis. HQ USAF/CEH uses data from the HMA to validate programming for the following areas:

- New construction of government-owned housing.
- Improvements to existing government-owned housing.
- Bachelor housing as it relates to the family housing need.
- Short term leasing as it relates to family housing.
- Projects previously authorized and funded but not yet constructed.
- Unit and mission changes.

NOTE:

The HMA will also help managers determine the adequacy, availability, and affordability of community housing.

7.3. Acquiring a Housing Market Analysis. Housing managers work through the base contracting office or MAJCOM housing or contracting (as appropriate) to hire a private consultant to develop the HMA for the local housing market.

- 7.3.1. The consultant must follow the current Air Force Housing Market Analysis Guidance Manual to provide data and results.
- 7.3.2. Housing managers must provide information to assist the consultant in developing the HMA.
- 7.3.3. The Air Force will not provide any military owned or sponsored housing in the United States unless the Secretary of HUD or a designee agrees that there is a shortage of adequate community housing.

7.4. Air Force Housing Inventory and Occupancy Reports. MAJCOM and field operating agencies with Air Force-owned or-controlled family housing annually submit two reports which cover housing units kept and operated with housing funds.

- 7.4.1. DD Form 1410, **Family Housing Inventory and Occupancy Report, RCS:DD-A&T(A) 1081.** Housing management provides information for each category of housing that the Air Force owns or controls at each Air Force installation. The report provides the number of units available for use at a given time, units gained and lost, gross available occupancy days, the net vacancy percent, units to be excessed and waiting list information.

7.4.2. DD Form 1411, **Family Housing Inventory Designation and Assignment Report, RCS: DD-A&T(A) 1081**. Housing Management provides information on the number of active units, by number of bedrooms, for adequate and substandard housing units by pay grade group.

7.4.3. Instructions and Preparation for Reports. HQ USAF/CEH distributes instructions for preparation of these reports.

7.4.4. MAJCOMs review the reports for accuracy, provide MAJCOM summaries on each report and forward one copy to arrive at HQ USAF/CEH by 20 November.

Chapter 8

FAMILY HOUSING LEASING

8.1. Authority and Leasing Criteria. The Congress authorizes government leasing under 10 U.S.C. 2828, *Leasing of Family Housing*, as a temporary measure to provide housing until a permanent source becomes available. The Air Force will use leasing only until government housing programs or the local economy can provide sufficient housing or if the cost of community housing exceeds members housing allowances, plus the maximum out-of-pocket cost as specified by DoD 4165.63-M.

8.1.1. Use the following steps when requesting lease points and authority:

- Base housing management identifies the lease requirement to MAJCOM.
- MAJCOM validates the requirement and forwards the request for lease points to HQ USAF/CEH.
- HQ USAF/CEH approves lease points and returns the request to the MAJCOM for action.
- MAJCOM real property approves leasing authority or seeks higher approval authority from AFREA/MI and returns to base real estate to acquire lease housing units.

8.1.2. MAJCOM must also forward the request to the Air Force Real Estate Agency when a new high-cost lease is requested.

8.2. Foreign Leasing. Managers may lease housing units in a foreign area using the procedures in [8.1.1.](#) under specified circumstances, for incumbents of special command positions, when housing cost is excessive or when foreign countries prohibit leases by individual military or civilian employees of DoD.

8.3. Domestic Leasing. Housing managers may lease housing in the continental United States (CONUS) using procedures in [8.1.1.](#) to assist in providing housing for lower-ranking military personnel and their families when housing units are unavailable or unaffordable.

Chapter 9

OPERATING AND MAINTAINING HOUSING

9.1. Services and Utilities. The base civil engineer is responsible for:

- Utility services (provided and managed according to AFI 32-5007, *Utilities Services*, AFI 32-6002, *Family Housing Planning, Programming, Design and Construction*, and other CE technical publications).
- Snow removal and street cleaning, excluding driveways and sidewalks assigned to the occupants.
- Fire protection to include briefing occupants on fire protection and preventive actions.

9.2. Maintenance of Housing. Housing managers identify maintenance requirements in the categories listed and coordinate with financial management to ensure adequate funding is provided for work to be done.

9.2.1. Maintenance contractor or civil engineering maintenance shops perform day-to-day maintenance to prevent excessive operating costs and to avoid major repairs to the unit structure and equipment.

9.2.2. The service call specialist receives requests from housing occupants and schedules work to be accomplished. Emergency requests must be completed within 24 hours. Housing maintenance may accomplish this work in-house or by contract. The occupants should be allowed to remain in the quarters and continue daily living with minimum disruption.

9.2.3. Perform maintenance of unoccupied units after an occupant vacates and before another is assigned to fix broken unit components. Housing managers must plan in advance and promptly schedule requirements to minimize downtime.

9.2.4. Accomplish grounds landscaping in-house or by special provisions in the housing maintenance contract to prevent erosion, and provide screening of housing areas and mobile home parks.

9.2.5. Accomplish post-acquisition improvement on housing units, infrastructures, utilities and grounds in housing areas and mobile home parks to bring them up to contemporary standards and conserve energy. Do this work according to AFI 32-6002 and program guidance letters.

JAMES E. McCARTHY, Maj General, USAF
The Civil Engineer

Attachment 1

TERMS EXPLAINED

Terms

Abuse—Deliberate unauthorized use of government property or willful misconduct (damage).

Basic Allowance for Quarters (BAQ)—An amount of money set by law which a member may be entitled to according to their status. There are two BAQ rates:

- *With dependent rate.* An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.
- *Without dependent rate.* An allowance given single members to defray the cost of housing when government quarters are not available

Civilian Employees—US civilian federal employees paid from DoD appropriated or nonappropriated funds.

Commuting Distance—The distance from the installation which can normally be traveled by a person during rush hour traffic in one hour or less. Or, within other limits the installation commander sets based on military necessity.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Conversion—Permanent change in use of government facilities that will change category code on real property inventory or combine government quarters.

Dependent—The term "dependent" with respect to member of a uniformed service, means the following people:

- The spouse of the member.
- An unmarried child of the member who:
 - Is under 21 years of age;
 - Is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support, or
 - Is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this subparagraph, and is in fact dependent on the member for more than one-half of the child's support.
- A parent of the member if:
 - The parent is in fact dependent on the member for more than one-half of the parent's support;
 - The parent has been so dependent over a period prescribed by the Secretary concerned or became so dependent due to a change of circumstances arising after the member entered on active duty; and
 - The dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations by the Secretary concerned.
- Other Definitions.

- The term "child" includes:
 - A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);
 - An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption; and
 - An illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.
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- The term "parent" means:
 - A natural parent of the member;
 - A stepparent of the member;
 - A parent of the member by adoption;
 - A parent, stepparent, or adopted parent of the spouse of the member; and
 - Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

Dislocation Allowance (DLA)—An amount of money equal to 1 month's BAQ at the rate set for a member's grade and family member status. Authorized when a member goes PCS and is not assigned to permanent government quarters within 60 days after arrival at the new duty station.

Diversion—Temporary use of government facilities for other than designated use. Does not change category code on real property inventory.

Essential Personnel—Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.

Government Quarters—Family and unaccompanied housing units that the DoD owns, leases, obtains by permit, or otherwise acquires.

Gross Negligence—An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

Hardships—Unique and unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

Inadequate Quarters—Quarters that do not meet the minimum adequacy standards.

Installation Commander—The individual responsible for all operations performed by an installation.

Involuntarily Separated Personnel—Unaccompanied service member who has family members but qualifies for permanent (rather than space available) occupancy of UH because either or both of the following apply: family housing is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in CONUS, Alaska, or Hawaii.

Lease Points—Number of units authorized to be leased, i.e., 300 lease points means 300 units may be leased.

Living Quarters Allowance (LQA)—An amount of money paid eligible civilian employees for allowable costs of off base quarters in overseas areas, if adequate government quarters are not assigned or made available.

Local Area—The area within 1 hour's driving time of an individual's duty station (one way at rush hour).

Military Necessity—Military considerations that, in the installation commander's judgment, require an individual to live in government-owned or controlled quarters for completion of essential duties that cannot be deferred or scheduled for normal duty hours. When military necessity is invoked by an installation commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity must be specified. Conservation of BAQ or other funds is not a basis for a determination of military necessity.

Negligence—The failure to act as a reasonably prudent person would act under similar circumstances.

Overseas—All locations, including Alaska and Hawaii, outside the United States.

Overseas Housing Allowance (OHA)—An allowance (in addition to the member's BAQ) which a service member may be entitled to who resides on the local economy overseas. The amount of OHA is determined by the service member's grade, number of family members sharing quarters and rent or utilities ceiling.

Permanent Party Personnel—Personnel assigned or attached to an installation in a PCS status.

Quarters—All living accommodations.

Seniority—Relative position of members, based on grade, date of rank, length of service and date of birth.

Willful Misconduct—Intentional damage, destruction, or loss of Government property.